Execute FMLA Processing

QUICK REFERENCE GUIDE

Use this procedure to check, create and track Family Medical Leave (FMLA) leaves of absence. The FMLA Workbench is an automated process of checking, granting and tracking FMLA leave. Once the request is entered, an employee's eligibility is verified and available hours calculated. Reports can be run to verify leave run out date, track medical certifications and track return dates.

ZTM_FMLAADMIN

Perform this procedure when you need to:

- **Check FMLA eligibility for an employee**
- **Create an FMLA occurrence**
- **Track the status of a current FMLA occurrence**
- **Assign absence data to an FMLA occurrence**

Prerequisites:

- **Employee must be active in KHRIS**
- **You must have access to the employee**
- **Employee must submit the proper written documentation to support the request for FMLA**
- **Ensure proper documentation is received prior to beginning this process**

ztm_fmlaadmin

SAP Easy Access

Enter the Transaction code (**ZTM_FMLAADMIN**) in the command field

Click the **green check**

Enter the Personnel number for the employee to create a FMLA request in the "**Personnel No.**" field

Next click the "**enter**" button

Then click the "**Create Request**" button

Click in the field for FMLA **Reason**, and then select the option from the list.

Enter the dates of the FMLA occurrence from the FMLA application in the **Valid From** fields

Enter the type of time requested from the FMLA application Chose either **Continuous or Intermittent** radio button.

Enter the amount of hours in the **Planned Hours** field from the FMLA application

Click **Certificate provided** check box. (If any certification documentation has been provided).

- Medical Certification is not needed for the birth of a child. All other FMLA reasons will need some form of documentation

Click **Check Request**. The system will then check if the employee is eligible for FMLA leave.

If the employee is not eligible the system will return the following message.

If the employee is eligible then the system will return the following message

The following columns are available in the Applicable Rules tab:

Name of Rule - Rule that assigns Number of weeks to the FMLA reason, 12 or 24

Eligibility - Green Check mark if eligible, Red "X" if ineligible

Service - Verification of 12 months of service

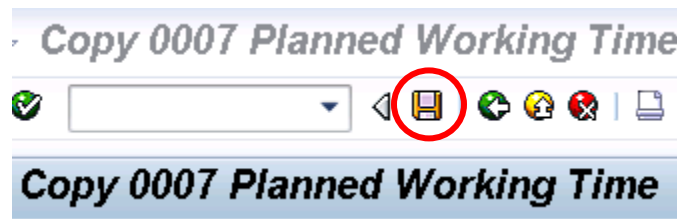**Credit Hours** - Verification of at least 1250 Hours in 12 months

Entitlement - Number of weeks entitle to, 12 or 24

Remainder in Weeks - Number of weeks remaining for FMLA occurrence

Remainder in hours - Number of hours remaining for FMLA occurrence

Deduction Period - Begin and end date of FMLA occurrence

Conv. - Week converter used to calculate remaining weeks, 37.5 or 40

Click the **save** button

You may also need to attach absences to the FMLA occurrence

Open the FMLA workbench

FMLA Workbench

🗋 Create Request 🖼 Test Request

Personnel No.	**310**			
Personnel No	310	Name	**Hurbert May**	
EE group	**B** Non-Chapter	Personnel ar	**0001**	Executive
WS rule	**8-430M-F** 8-4:30 M-F Standard 7.5		Status	Active

🔍 🖨 | 👓 ✏ 🗑 📒 Absences

FMLA Requests

From	To	Descr. FMLA Reason	Cont./Int.	Status	Requested on	Med.Cer...
06/01/2014	08/15/2014	Care of Family Member	Intermittent	In Process	02/23/2014	☐
11/16/2010 📄	12/27/2010	Care of Family Member	Intermittent	In Process	11/27/2010	☐

Enter the **PERNR** in the Personnel No. field.

Select the record to attach the absences, and then select the **Absences** button.

Personnel No.	**310** Hurbert May	

 FMLA Request Comment

FMLA Reason	Care of Family Member	▼

Period

Valid From	**11/16/2010**	To	**12/27/2010**
○ Continuous			
◉ Intermittent	Planned Hours	**225.00**	

☐ Certificate Provided	Requested on	**11/27/2010**
Status	In Process ▼	

 ✔ Applicable Rules   📇 Absences

🔍 🖨 | 👓 Deduction 📑 Sel/Dsel

	FMLA	Start Date	End Date	Att./abs. type text	Absence h..	Att./abs. da..	Payroll hours	Payr.days
📑	☑	11/19/2010	11/19/2010	Family Medical Leave	7.50	1.00	7.50	1.00
	☑	11/18/2010	11/18/2010	Family Medical Leave	7.50	1.00	7.50	1.00
	☑	11/17/2010	11/17/2010	Family Medical Leave	7.50	1.00	7.50	1.00
	☑	11/16/2010	11/16/2010	Family Medical Leave	7.50	1.00	7.50	1.00

After the individual has FMLA absence codes evaluated for them in time evaluation, these absences will appear under the Absences tab.

Click the **Sel/Dsel** button to select all the absences.

Copy 0007 Planned Working Time

Click the **save** button

After the absences are selected, they are attached to the leave request and deducted from the available time showing under the applicable Rules Tab.